

U.S. GOVERNMENT PRINTING OFFICE
1000 Liberty Avenue - Room 501
Pittsburgh, PA 15222-4000

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

"Bettis Ship's Log"

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Energy

Single Award

The term of this contract is for the period

beginning September 1, 2000 and ending August 31, 2001

CONTRACT TERM: The term of this contract is for 1 year (base year), beginning September 1, 2000 and ending August 31, 2001 and one option year(s). Special attention is directed to the following clauses in Section 1 of this contract: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first followed in parenthesis by the inch/pound equivalence. At a future date, metric measurements will be used exclusively in all specifications.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract **MUST** be located within a 80.5 kilometer (50-mile) radius of West Mifflin, PA.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Restriction on Location of Production Facilities; Contractor to Furnish

Additional lesser changes are scattered throughout.

BID OPENING: AUGUST 16, 2000.

Bids shall be publicly opened at 2 p.m., prevailing Pittsburgh, PA time

For information of a technical nature call Nancy Bednar-Escher (412) 395-6929 (no collect calls) or e-mail: nbednar-escher@gpo.gov.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average type dimension in a publication
P-8. Halftone Match (Single and Double Impression)	Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed two years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, North Capitol and H Streets, NW., Washington, D.C. 20401. **In addition, a copy of the voucher must be sent to U.S. Government Printing Office, Attn: Program 6211-S Voucher Copy, 1000 Liberty Ave Rm 501, Pittsburgh PA 15222-4000.**

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract. If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

FACSIMILE BIDS: Facsimile bids are permitted.

(a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.

(b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.

(c) Facsimile bids that fail to furnish required representations or information or that reject any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.

(d) Facsimile bids must contain the required signatures.

(e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.

(f) Submit facsimile bid to FAX No. 412-395-4894, one bid per facsimile.

(g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a periodical publication requiring such operations as typesetting, film and plate making, printing, binding, labeling, mailing, packing and delivery.

TITLE: Bettis Ship's Log

FREQUENCY OF ORDERS: Approximately 10 orders per year (8 monthly and two combining two months).

QUANTITY: Approximately 3,000 copies per order.

NUMBER OF PAGES: 4 to 16 text pages per order with an average of 8 pages per order. All orders will require a separate cover.

TRIM SIZE: 216 x 279 mm (8-1/2 x 11") page size.

GOVERNMENT TO FURNISH: Typewritten manuscript copy. Line art and photoprints (black & white and color) to be reproduced at various focuses. Dummy for page makeup.

Mailing Labels: to be supplied in 1 of 3 formats: Preadressed, gummed, 1 across on continuous strips; OR Sheeted, 3 across and 10 down (30 per 8.5 X 11" sheet); OR supplied on diskette (see attached GPO Form 952).

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications (**see Attachment No. 1**). A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Contractor will be required to create a background artwork that will be approximately 2.25 X 11" and will bleed off the head and foot (and left or right depending on the page). Agency will supply the subject matter for the artwork, contractor to design background (samples of previous backgrounds are available for viewing in the Pittsburgh GPO Office upon request). In some instances, the background art maybe overprinted with a knocked out box containing text; knocked out for box containing halftone; or just overprinted with display type. Each issue may contain up to 3 different backgrounds (3 different subjects).

COMPOSITION: The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

Composition must be photocomposition or laser imaging. Photocomposition includes all typesetting produced by photographically creating the characters on sensitized film or paper. If laser imaging is used, the image must not be conspicuously different in quality from images produced by photocomposition, and must have a density of 600 X 600 or more dots per inch.

Type Page Size: Page size will be approximately 48 x 61 picas including running heads. 3 column makeup with 12 points of space between columns.

Typefaces and Sizes: The contractor is required to furnish the following:
Times Roman with italics and Times Roman Bold with italics, 8 and 10 point. Times Roman Bold, 14 through 48 point.

While the above typefaces are preferred, suitable alternates of comparable weight, face, and size will be considered. If an alternate typeface is proposed, each bidder shall list in the bid the name of the alternate typeface(s) and composing machine to be used. The GPO reserves the right to require samples and to judge the suitability of any alternate typeface offered in order to make an award which is deemed to be in the best interest of the Government.

In addition, the successful bidder must provide the ordering agency with specimens or a complete listing of typefaces and sizes which are available for use under this contract.

OVERSET MATTER: It is anticipated that an average issue will contain approximately 5% surplus type matter, 2 surplus halftones, and an occasional line illustration. Some of this surplus matter may be used in subsequent issues.

FILMS: The contractor must make all films required. All halftones are to be 133-line screen or finer. Various focuses will be required. Approximately 40% halftone illustration area will be required on the average for most issues with occasional line illustrations. A few issues will contain an extreme amount of halftones. Contractor will be required to create various screens. Films may be destroyed after delivery of completed order, with the exception of masthead and other stock illustration film(s), which will be picked up and reused from issue to issue.

PROOFS: The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Galley and/or page reader's proofs must be clean on white paper, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (1/2") from the type area. The contractor's firm name must not appear on any proofs.

Contractor must submit two sets of galley proofs (one set is to be waxed), overset matter, and illustrations (Dylux or similar). The Department will paste-up dummy from the galley and illustration proofs which will be returned to the contractor with corrected galley proofs. Contractor must then submit two sets of page proofs (Xerox or similar) to be reviewed for any intermediate changes. Contractor must then submit two sets of final proofs (Dylux or similar).

Final proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product.

The contractor must not print prior to receipt of an "OK to print."

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999. All cover paper must have the grain parallel to the spine. All text paper used in each copy must be of a uniform shade.

Text: White No. 2 Coated Text, Gloss-Finish, grammage 120 g/m² (basis weight: 80 lbs per 500 sheets, 25 x 38"), equal to JCP Code A182.

Cover: White No. 2 Coated Cover, Gloss-Finish, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L12.

PRINTING: Text prints head-to-head in black, approximately two pages per issue may print in one additional color. Cover pages one & four print in black plus one additional color, approximately two issues may require one additional color on cover pages two and/or three. Match Pantone number as indicated on the print order.

MARGINS: Head 6 mm (1/4"); bind 6 mm (1/4"); unless otherwise indicated. Cover page one will bleed head and outside.

BINDING: Saddle-wire stitch in two places on the 279 mm (11") side and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING: Bulk Shipments: One bulk shipment (approximately 500 copies); wrap in units of 50 copies and pack in shipping containers.

Mailed Shipments: Approximately 2,500 single copies, must be mailed as self-mailers.

All reproduction copy for any one order shall be wrapped in one package or inserted in a Kraft envelope and must be protected by cardboard or other means to guarantee safe delivery.

LABELING: Affix a label to each copy mailed as self-mailers to the back outside cover.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the "Delivery" address indicated under "Distribution".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Mail at the Standard Rate A approximately 2,500 single copies to nationwide destinations using the "Postage & Fees Paid" indicia on the last page; the contractor must affix an address label on each copy. All mailed copies must be sorted and prepared in packages and sacks as prescribed in the U.S. Postal Service Domestic Mail Manual.

Deliver f.o.b. destination approximately 500 copies to: Bettis Atomic Power Laboratory (BAPL), Attn: Subcontract Printing Coordinator (ext. 6699), Hangar 3, 814 Pittsburgh- McKeesport Blvd. Gate 1, West Mifflin, PA 15122.

Mail two samples of each order for inspection to the U.S. Government Printing Office, Attn: Inspection Samples, 1000 Liberty Avenue Room 501, Pittsburgh PA 15222-4000.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 5-88), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Mail/Deliver original supplied materials at contractor's expense via certified First Class rate to: Bettis Atomic Power Laboratory (BAPL), Attn: Subcontract Printing Coordinator, P.O. Box 79, West Mifflin, PA 15122-0079.

All expenses incidental to returning materials and submitting proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished materials and proofs must be picked up from and delivered to **(between the hours of 8:00 a.m. and 3:45 p.m.):** Bettis Atomic Power Laboratory (BAPL), Attn: Subcontract Printing Coordinator (ext. 6699), Hangar 3, 814 Pittsburgh-McKeesport Blvd. Gate 1, West Mifflin, PA 15122.

Contractor will be notified by 12:00 noon for same day pickup of print order and furnished material, notification after 12:00 noon will be considered as next day notification.

Furnished copy must be returned with proofs.

The following schedule begins the workday after notification of the availability of print order and furnished material. The term "workday" is defined in GPO Pub. 310.2 except that the holidays observed shall be April 2; May 31; July 5; Sept. 6; Nov. 25; Nov. 25; Dec. 24; Dec. 27; and Jan. 3.

Contractor must make complete production and delivery within 10 workday(s) after pickup of material.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for corrected proofs if contractor's errors are judged serious enough to require them. Proofs will be withheld as follows: (1) Two sets of galley proofs, overset matter & illustration proofs --- 2 day hold; two sets of page (Xerox) proofs --- 1 day; final (Dylux) proofs --- same day*. All proof and transit time is included in the 10 workday schedule.

*Notify the Subcontract Printing Coordinator on (412) 476-6699 or 6585 to schedule delivery time of final proofs. Department will take approximately two hours to review final proofs. At the Department's option, final proofs may be read at the contractor's plant. If final proofs are read at the contractor's plant, they must be ready by 12:00 noon. An OK to print will be given at this time.

If revised proofs due to author's alterations are required, contractor must submit them on the next workday and pickup edited proofs on the workday following the submission thereof. Contractor will be allowed two additional workdays for each submission of revised proofs.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I 400

	(1)	(2)
II. (a)	80	2,400
	(b) 20	600
	(c) 10	300

III.(a) 95

	(1)	(2)
(b)	18	10

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all Third Class mailed shipments and f.o.b. destination for one First Class mailing and one bulk shipment.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

A charge will be allowed for each page of a single-color product, whether printed or blank. For products printing in more than one color, a charge under "Each additional color" will be allowed only for the pages actually printed with the additional color(s).

I. FILMS: Square-finish halftone.....per illustration.....\$ _____
Prices must include the cost of all required proofs.

Discount: ____% ____ days _____
Name of Firm Contractor Code

Signature Date Telephone Number Person to be contacted

II. PRINTING, BINDING AND PACKING: Prices offered shall include the cost of all required materials, excepts Item I and III, and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Per text page printed in a single ink color.....	\$_____	\$_____
(b) Each additional color (per color, per text page).....	\$_____	\$_____
(c) Complete cover.....per cover.....	\$_____	\$_____

III. ADDITIONAL CHARGES:

- (a) Author's alterations.....per line.....\$_____
- (b) Additional proofs:
- (1) Page proofs.....per page.....\$_____
- (2) Final proofs.....per page.....\$_____

The minimum charge per each submission of proofs shall be \$10.00.

TYPEFACES: If alternate typefaces are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the alternate typeface and composing machine to be used.

Preferred Typefaces:

1. Times Roman and Times Roman Bold with italics, 8 and 10 point.
2. Times Roman Bold, 14 through 48-point

Alternate Typeface	Name of Composing Machine
1. _____	_____
2. _____	_____

Discount: ____% ____ days _____

Name of Firm	Contractor Code
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Signature	Date	Telephone Number	Person to be contacted
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LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

BIDDER'S NAME AND SIGNATURE: Fill out and return two sets of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (Parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted) (Telephone Number)